

# Family Educational Rights and Privacy Act: School Nurse

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The School Nurse must understand, practice, and model FERPA to help school employees, students, parents, and community members understand and provide FERPA protections. At the conclusion, the School Nurse will:

- Identify FERPA essentials,
- Define Key FERPA Terms,
- Learn FERPA Consent Exceptions,
- Discuss FERPA relationships with other laws,
- Understand FERPA FPCO Response to questions,
- Review Notifications
- Promote a Staff and Volunteer educational program, and
- Identify resources.

## FERPA-20 USC §1232g and 34 CFR Part 99

- Federal law to protect the privacy of student education records (§99.2)
- Applies to all schools that receive funds under an applicable U.S. Department of Education program (§ 99.1)  
*FERPA does not apply to a Private school that does not receive federal DOE funds and HIPAA may apply to some health records when FERPA does not apply in the private school. Iowa additional requirements may also apply.*

### Rights of Parents

- Inspect and review education records. Of their children
- Seek to amend education records.
  - Parents or eligible students have the right to request a school correct records they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record, setting forth his or her view about the contested information.
- Consent to disclosure of information from education records, except as provided by law
- File Complaint with FPCO. (Non-custodial Parents have rights unless there is a court order denying rights)

### Rights of Students

Rights transfer to student when they reach 18 years of age or enter a postsecondary institution at any age (eligible student). This session focuses on elementary/secondary students. For the postsecondary setting, you need additional information. If student is age 18 and still dependent on parents income tax return-generally, parents retain their rights

### School Annual Notification of Rights for Elementary and Secondary Schools is required

- Each educational agency or institution (hereafter referred to as agency/district/school) annually notifies parents of students currently in attendance of their rights
- Notice must inform parents of their rights and procedures
  - Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school and the school must notify in a manner likely to be accessed by parents. Most schools use a special letter, PTA bulletin, student handbook, newsletter, or newspaper article.

## Definitions (§99.3)

### Education records are records-

1. Directly related to a student
2. Maintained by an educational agency or by a party acting for the agency
3. Medical or health related records are "education records" subject to FERPA

### Exceptions to education records include

1. Records kept in sole possession of maker, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records created and maintained by a law enforcement unit for a law enforcement purpose
3. Employee records
4. Some records student 18 years old or postsecondary education
5. Records created/received after no longer a student

**Directory information** material not generally considered harmful or an invasion of privacy if disclosed

FERPA states Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, electronic mail address; photographs; date and place of birth; grade level; participation in official recognized activities and sports; weight and height of athletes; honors and awards; and dates of attendance. Specific directory information determined by the district

Schools must tell parents and eligible students about directory information and allow parents a reasonable amount of time to request that the school not disclose their directory information

**Disclosure** To permit access to or release, transfer, or other communication of personally identifiable information contained in education records by any means (oral, written, or electronic) to anyone except the one that provided or created the record

**Personally identifiable information (PII)** student identifiable/distinguishable/information that could be an invasion of privacy if disclosed (determined by district). FERPA guide Includes, but is not limited to:

- Student's name; Name of student's parent or family members; Address of student or student's family;
- Personal identifier, such as student's social security number, student ID number, user ID, unique personal identifier used to access or communicate in electronic systems, PIN, password, or biometric record; (such as fingerprints, DNA, retinal patterns, for use in verifying identity of individuals and voice, gait, typing rhythm)
- Other indirect identifiers, such as student's date of birth, place of birth, and mother's maiden name
- Personal identifiers-allow a person to identify a student with reasonable certainty; or other information, alone or in combination, linked or linkable to a specific student by any person who does not have personal knowledge of the relevant circumstances
- Personal characteristics-Information requested by a person who agency believes knows the identity of the student to whom the education records relates (disability, race)

### **Record**

Any information recorded, in any way, including but not limited to,

- Hand writing, -Print, -Computer media, -Video or audio tape, -Film, and -Microfiche

### **Student**

- Individual who is or has been in attendance at a school; and
- Individual regarding whom the school maintains education records.

**Generally, schools must have written permission from parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose some records, without consent.**

When a parent or eligible student is required to provide a signed and dated written consent. The consent must:

- Specify records that may be disclosed
- State the purpose of disclosure; and
- Identify the party or class of parties to whom disclosure may be made

May be Electronic consent [§99.30(d)]

(d) "Signed and dated written consent" under this part may include a record and signature in electronic form that-

- (1) Identifies and authenticates a particular person as the source of the electronic consent; and
- (2) Indicates such person's approval of the information contained in the electronic consent (20 U.S.C. 1232g (b)(1) and (b)(2)(A))

**Specific exceptions when personally identifiable information may be disclosed without written consent.** FERPA allows disclosure without written consent to more 15 exceptions.

- School officials the agency determines with legitimate educational interests (defined in school's annual notification)\*
- Appropriate officials in cases of Health or Safety emergency\*
- Organizations conducting studies for or on behalf of the school\*
- Directory information (parent, given option to request information not be disclosed (Opt-out), then consent needed to disclose
- Other schools to which a student is transferring
- Parents of a dependent student
- Appropriate parties in connection with financial aid to a student
- Federal, State, local educational authorities conducting accreditation, audit, evaluation, or education enforcement programs
- State and local officials serving the student under the juvenile justice system (established by specific State laws)
- Comply with judicial order or lawfully issued subpoena (when agency has made a reasonable effort to notify the parents) (§99.31)

### **School Officials determined by your district**

FERPA guide-A School official with legitimate educational interest is an official that needs to review an education record in order to fulfill his or her **professional responsibility to carry out their work**

'A school official is a person employed by School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on School Board; a person or company with whom School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks'

**A contractor, consultant, volunteer, or other party** an agency has outsourced services or functions may be considered a "school official" under FERPA provided the outside party

- Performs a service or function the agency would otherwise use employees
- Is under the direct control of the agency in the use and maintenance of education records and
- Is subject to requirements governing use and redisclosure of PII from education records (§99.31; §99.33)

### **Health or Safety Emergency**

- Disclosure to appropriate parties in an emergency if knowledge is necessary to protect health or safety of student or others
- When a School determines a significant threat to health or safety of a student or others, it may disclose information to an individual whose knowledge of information is necessary to protect health or safety of the student or others
- Based on a rational for determination, the school documents rationale, evaluation, circumstances in making determination ,and persons to whom information is disclosed (§99.32(a)(5), §99.36)

### **Organizations conducting studies**

#### **Disclosure to organizations conducting studies for, or on behalf of, the educational agency**

- Develop, validate, or administer predictive tests; -Administer student aid programs or; -Improve instruction

#### **School must have a written agreement with the receiving organization**

- Specifies purpose, scope, duration of study(ies), and information to be disclosed
- Requires use of information only to meet study purpose
- Requires conducting study in a manner not permitting release of parents and students PII by anyone other than representatives with legitimate interests
- Requires destroying or returning all PII when no longer needed for the study purposes and
- Specifies time frame information must be returned or destroyed

### **FERPA Amendments**

CFR new amendments improve access to data, evaluation of education programs, effective resource investment, building on what works and discarding what does not, accountability, and innovation and continuous improvement  
 Amendments ensure students' personal information is used only for legitimate purposes and only when absolutely necessary  
 New resources and guides on website

**Enforcement** The Family Policy Compliance Office, U.S. Department of Education reviews, investigates complaints of violations, and provides technical assistance to ensure compliance. The Office of Administrative Law Judges enforces the Act (§99.60)

- An educational agency with concerns about conflicts with State or local laws shall notify the Office with the text and citation of the conflicting law (§99.62)
- An educational agency may be asked to submit reports, information on policies and procedures, annual notifications, training materials, and other information to carry out its responsibilities under the Act
- Enforcement may include withholding payments; Issuing a compliant to compel compliance through a cease-and-desist order; or Terminating eligibility to receive funding (§99.67)

### **FERPA Interacting Laws**

#### **Health Insurance Portability and Accountability Act (HIPAA) School Records are covered by FERPA**

- HIPAA Privacy Rule specifically excludes records protected by FERPA from coverage in definition of "Protected health information" (45 CFR §160.103)
- Educational agencies providing student health/medical services **may** qualify as HIPAA "covered entities. Such as Medicaid

#### **No Child Left Behind (NCLB)**

- Provide information to military when requested
- Transfer when moving to other school-discipline records (Iowa transfers suspension and expulsion-not legal discipline records)

#### **Individuals with Disabilities Education Act (IDEA)**

- Additional or separate confidentiality requirements in addition to FERPA
- Safeguarding records, copies, destruction
- Records knowledgeable, educated caretaker assigned, provider IEP, evaluations not needed request parent permission destroy
- Representative review (attorney)
- Non-custodial parent in divorce-no rights

#### **Federal Child Abuse Prevention and Treatment Act (CAPTA)**

A State must have a law providing for reporting known or suspected child abuse and neglect to receive a grant for prevention and treatment programs

#### **State laws**

- May provide additional rights for parents and students
- May **not** remove any FERPA rights

#### **Protection of Pupil Rights Amendment (PPRA)**

Governs student administration of a survey, analysis, or evaluation concerning one or more of the following eight protected areas:

- Political affiliations or beliefs of student or student's parent
- Mental or psychological problems of student or student's family

- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the student or student's parents or
- Income (other than law requires to determine eligibility for program participation or receive financial assistance under program)

**Requires schools offer parents an opportunity to opt their children out of participating in following:**

- Administration of any survey containing one or more of eight information areas. (Must contain prior written consent before minor is required to take a survey containing one or more of information areas funded in whole or part with Department funds).
- Any non-emergency, invasive physical exams or screenings required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law <http://www2.ed.gov/policy/gen/guid/fpc/ppra/modelnotification.html>
- Activities involving collection, disclosure, or use of personal information collected from students for marketing or selling (20 U.S.C. § 1232h; 34 CFR Part 98)

**USDA, National School Lunch Program** 'persons directly connected with administration/ enforcement, need to know, school officials with legitimate educational interest' -release to as few people as possible [7 CFR Part 245.6(f)]. Iowa further requires written agreement release, Medicaid and hawk-i

## **FERPA and Public Health-Responses to Questions**

**Q. 1. Which law—FERPA or HIPAA Privacy Rule – applies to** records on health care delivered through a school-based health center when the center is organized and implemented by the school district?

**A. 1. Any records that a school nurse or health center maintains directly related to a student are education records subject to FERPA.** (Explanation is in joint guidance on FERPA and HIPAA, and in guidance on FERPA and H1N1). When a person is acting on behalf of a school, they are subject to FERPA, such as a school nurse who is under contract with, is an employee of, or is otherwise under direct control of the school, their student health records are "education records" subject to FERPA. This applies to student health care provided on school grounds or off-site.

**Q.2. What choices do school nurses or school administrators have in divulging information about teen pregnancy to parents/guardians? Does the pregnant student have the right to refuse for the school to notify their parents?**

**A.2. Schools are not prohibited by FERPA** from disclosing information about teen pregnancy to parents, even if student requests the parents **not** be notified. If a parent requests to inspect and review records (maintained by the school nurse) on their minor child, FERPA would *require* the school provide the parents with an opportunity to review the records. **Personal knowledge and observation are not governed by FERPA.**

**Q.3. What leeway do school nurses or school administrators have in divulging information to parents/guardians concerning other matters, such as sexually transmitted diseases, infections, and substance abuse?**

**A.3. The same principles apply. FERPA requires school officials—including school nurses—provide parents with an opportunity to inspect and review education records on their children.** Education records include health records. If a student is 18 years old or older, rights under FERPA belong to him or her. More than likely student is a dependent for IRS purposes and while a school would not be required to disclose information from education records with parents, they may if parent claims student as a dependent.

**Q.5. How should conflicts among Federal and State laws, organizational policies, and professional ethical codes addressing confidentiality be resolved?**

**A.5. FPCO routinely reviews potential conflicts with FERPA.** School officials are required to report potential conflicts to FPCO within 45 days of making a determination there is such a conflict. Often times, what school officials believe are conflicts are not and FPCO can provide advice on how to address the matter. if there is a conflict and a school wishes to continue to receive U.S. Department of Education funds, it must comply with FERPA.

**Q.6. If a school wants to contact a child's doctor about an inaccuracy on an excuse note, is written permission required or may doctor be contacted directly?**

**A.6. Under FERPA, 2008 regulations** changed the "disclosure" definition to permit a school to contact record source (such as a doctor's note) for verification purposes. This is not considered a disclosure and does not violate FERPA. (FERPA permits a targeted release of records back to stated source for verification purposes education records.) Under HIPAA it would depend on how doctor's note is addressed (in order for doctor to respond to the inquiry.) If it is addressed to the school or a school official, HIPAA would permit it to be verified as well. If it is a generic note, it would require parent written consent for the doctor to disclose information (before agreeing to student being legitimately absent that day). In a situation where there is no doctor's excuse note and a school officials wishes to call a student's

doctor and discuss student's medication, restrictions, etc., parent must provide written consent before school official calls doctor and discloses information from student's education records.

**Q.7.** (Bus drivers in our district are trained in emergency care for certain life-threatening disorders.) **Is it legal to provide to bus drivers the names of students life-threatening disorders who may require medication?** We have been told that we can only give a generic overview to the drivers, not identifying information unless we have written parental consent.

**A.7.** A school district may determine bus drivers should be considered school officials with legitimate educational interests so that such information on students can be disclosed to them.

**Q.8.** May health records or other education records maintained by a school be disclosed, without consent, to the public health department?

**A.8.** Yes, if the disclosure meets the conditions for FERPA's health or safety emergency exception to the general consent rule. If school officials, taking into account all of the circumstances, determine a significant threat exists to the health or safety of a student or other individuals, they may disclose PII from education records to appropriate officials, without consent, who need information to protect the health or safety of the student or other individuals. Typically public health officials and trained medical personnel are among the types of appropriate parties to whom information may be disclosed under FERPA's health or safety emergency provision.

## **FERPA Annual Notification**

### **Model Notification of Rights under FERPA - Elementary/Secondary Schools (new 1/12)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
  - To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
  - To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
  - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
  - To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
  - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
  - To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
  - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
  - To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
  - To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
  - Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

### **Model Notice for Directory Information (OLD-New Model Not Posted to date)**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that [School District], with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's

education records. However, [School District] may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the [School District] to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup>

If you do not want [School District] to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by [insert date]. [School District] has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

-Student’s name	-Participation in officially
-Address	recognized activities and sports
-Telephone listing	-Weight and height of members of
-Electronic mail address	athletic teams
-Photograph	-Degrees, honors, and awards
-Date and place of birth	received
-Major field of study	-The most recent educational agency or
-Dates of attendance	institution attended
-Grade level	-Student ID number, user ID, or other unique personal
	identifier used to communicate in electronic systems that
	cannot be used to access education records without a PIN,
	password, etc. (A student’s SSN, in whole or in part, cannot be
	used for this purpose.)

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

**Recommend the School Nurse Partner with school personnel to develop FERPA Student Education Records Privacy, Confidentiality, Education, and Agreement Statement for School Staff, Employees, Substitutes, Contractors, and Volunteers**

**School District**  
**Sample FERPA Student Education Records Agreement for**  
**Staff/Employee/Contractor/Substitute/Volunteer**

I, \_\_\_\_\_, in the course of my employment or association with the \_\_\_\_\_ school district, understand printed, electronic, and oral communications concerning ALL student school information is private and confidential. The files, keys to files, computer passwords, and information I am responsible for will be kept confidential. The information may be accessed directly only by certain designated individuals with legitimate purposes. Releases of any student information in print, verbal, electronic, or any other form by unauthorized personnel is a violation of school district standards for school employees and contracted service providers. I understand the information is protected under the Family Educational Rights and Privacy Act (FERPA) [and state laws, as applicable].

I have received education and reviewed district information regarding confidentiality of student school information. I fully understand the intentional release by me of this information to any unauthorized person and improper release of student education information could result in penalties by FERPA, state, and local requirements [loss of funding, discipline, and civil liability where applicable].

I have read, understand, and accept the above statements. If I have any questions concerning the confidentiality of student information, I will consult my supervisor.

School Staff Member Signature \_\_\_\_\_

Date \_\_\_\_\_

For Official Use Staff initials \_\_\_\_\_

Date \_\_\_\_\_

Note: Adapted from *Guidelines for Policy and Practice: Confidentiality of Student Information, 1996: Connecticut State Department of Education*. Guidelines Protecting Student Health Information, National Task Force on Confidential Student Health Information, American School Health Association, 2000. National Forum on Education Statistics. *Forum Guide to Protecting the Privacy of Student Information: State and Local Education Agencies*, NCEC 2004-330 Washington, DC, 2004 [www.edpubs.org](http://www.edpubs.org)

## **Resources**

**US Department of Education** <http://www.ed.gov-search> **FERPA**

**Family Educational Rights and Privacy Act (FERPA):** 20 U.S.C. 1232g; 34 C.F.R. § 99, Definition, Application, Summary (Rights, Inspect, Correct, Consent, Directory Information), Contact Information, and link to FPCO  
<http://www2.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

**Family Policy Compliance Office (FPCO):** Mission, Featured resources (webinar, FERPA-HIPAA Joint Guidance), Regulations, Overview, Guidance, Model Notification, Hot Topics March 2011 (Notices to LEAs Responsibilities Under FERPA & PPRA, Letter to Superintendents, Model Notification of Rights under FERPA for Elementary and Secondary Schools, FERPA Model Notice Directory Information), and more <http://www2.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

**FERPA and Public Health**, Ellen Campbell, Family Policy Compliance Office, November 12, 2010  
<http://www2.ed.gov/about/offices/list/osdfs/ferpapubhealth.pdf>

**FERPA Made Simple: Staff Training on Student Privacy Rights, School Responsibilities.** (2004). LRP Publications.  
Available for purchase <http://www.shoplrp.com/product/p-300177.html>

**School District-Sample FERPA Student Education Records Agreement for Staff, Employees, Contractors, Volunteers** Adapted from *Guidelines for Policy and Practice: Confidentiality of Student Information, 1996: Connecticut State Department of Education*, *Guidelines Protecting Student Health Information*, National Task Force on Confidential Student Health Information, American School Health Association, 2000, and National Forum on Education Statistics. *Forum Guide to Protecting the Privacy of Student Information: State and Local Education Agencies*, NCEC 2004-330 Washington, DC, 2004, <http://www.edpubs.org>, June 2011

**Contact:** Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-8520

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